

Manor Independent School District

Request for Proposals (RFP)

Freezer and Cooler Repair Services

Issue Date: 7/16/25

Proposals Due: 8/31/25

Contact: Ryan Cengel

Director of Food and Nutrition Services

Email: Ryan.Cengel@manorisd.net

Phone: 512-278-4081

I. Introduction

Manor Independent School District (Manor ISD) is soliciting proposals from qualified vendors to provide freezer and cooler repair services for various school kitchen facilities throughout the district. The goal is to secure a responsive, reliable contractor with expertise in commercial refrigeration systems to maintain and repair walk-in and reach-in coolers and freezers critical to the operations of the Food and Nutrition Services Department.

II. Scope of Services

The selected contractor shall provide the following services on an as-needed basis:

- Diagnosis and Repair of walk-in and reach-in coolers and freezers.
- Emergency Repairs (response time required within 4 hours of call).
- Routine Maintenance including checking refrigerant levels, thermostats, defrost cycles, and door seals.
- Replacement of Parts with manufacturer-approved or equivalent parts.
- Refrigerant Recovery and Compliance with all applicable EPA guidelines.
- Scheduled cleaning and sanitizing of ice machines a minimum of twice per year, or as needed based on condition.
- Service Reporting including detailed invoices and technician notes per work order.

The vendor may also be requested to perform installation of replacement equipment under separate quotes as needed.

III. Site Locations

Services will be required at multiple campuses and facilities across Manor ISD. A full list of addresses will be provided during the pre-proposal walkthrough or upon request.

IV. Proposal Requirements

Vendors must include the following in their proposal:

1. Company Profile – Years in business, qualifications, licensing, and certifications.
 2. Technician Credentials – Include proof of relevant certifications (EPA 608, etc.).
 3. References – At least three (3) recent references from school districts or commercial clients.
 4. Rate Schedule – Hourly labor rates (standard and emergency), trip charges, markup on parts.
 5. Response Time Commitment – Typical response times for routine and emergency calls.
 6. Proof of Insurance – General liability, auto, and worker's compensation coverage.
 7. Signed Conflict of Interest Disclosure Form (per Texas Education Code).
 8. Felony Conviction Notification Form (required for school district contracts).
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V. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

- Pricing (35%)
 - Experience and qualifications (25%)
 - References and past performance (20%)
 - Response times (10%)
 - Completeness of proposal (10%)
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VI. Submission Instructions

Proposals must be submitted no later than 8/31/25 via: Bonfire

Manor ISD

Food and Nutrition Services Department

10335 US Hwy 290 East

Manor, TX 78653

Attn: Ryan Cengel, Director of Food and Nutrition Services

Late or incomplete proposals will not be considered.